



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, V CORPS
APO AE 09014



Policy Memorandum # 16

AETV-CG

26 November 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Retirement Recognition

1. REFERENCES:

- a. AR 635-200, Chapter 12, Enlisted Personnel, 1 NOV 00.
- b. AR 600-8-24, Officer Transfers and Discharges, 30 NOV 94.
- c. AR 600-25, Salutes, Honors, and Visits of Courtesy, 1 SEP 85.

2. An important aspect of military service is the recognition and honor we pay to those who have committed themselves to the profession of arms. In most instances this is not only a commitment of the soldier, but a family. As soldiers retire, we have the opportunity to make one last gesture of our appreciation for this long and faithful service by conducting an appropriate ceremony to honor these soldiers.

3. There are various ways units can recognize these great soldiers however, I expect this recognition to reside at battalion or higher level. The references above provide some ideas on appropriate recognition, however you have the latitude to design a fitting ceremony. Listed below are just a few tokens of recognition that may be used during your ceremony.

- a. Recognition provided by the Transition Center, POC Mr. Snow, 379-6619.

- (1) United States Flag
- (2) United States Army Lapel Pin
- (3) Certificate of Retirement
- (4) Presidential Certificate of Appreciation
- (5) Spouse Certificate of Appreciation

- b. Recognition initiated by the unit.


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(1) Retirement Award

(2) Volunteer/ Spouse Award (Heart of Victory or Soaring eagle as appropriate)

4. We owe these deserving families our gratitude and best wishes in their transition from the Army.

5. Victory Corps!



WILLIAM S. WALLACE
Lieutenant General, USA
Commanding